

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

Legal Ad Date: April 24, 1997

INVITATION FOR BIDS

NO. IFB-97-189-O

SEALED BIDS

FOR FURNISHING GUARANTEED MAINTENANCE SERVICE OF
AIR CONDITIONING AND VENTILATING EQUIPMENT
COMPRESSED AIR AND VACUUM EQUIPMENT
AND
CHEMICAL TREATMENT OF AIR CONDITIONING WATER SYSTEM
FOR

DEPARTMENT OF HEALTH

will be received up to and opened at 2:00 p.m.

on

May 15, 1997

in the State Procurement Office, Kalanimoku Building, 1151
Punchbowl Street, Room 416, Honolulu, Hawaii 96813.

Questions relating to this bid solicitation may be directed
to Sharon Koga, telephone (808) 586-0562, facsimile (808) 586-
0570.

ROBERT J. GOVERNS, CPPB
Procurement Officer

The following bid is hereby submitted:

| <u>Item No.</u> | <u>Description</u> | <u>Bid Price Per Month</u> | <u>Total Bid Price for 12 Months</u> |
|-----------------|---|-----------------------------|--------------------------------------|
| 1. | Maintenance of Air Conditioning and Ventilating Equipment, Compressed Air and Vacuum Equipment, and Chemical Water Treatment | \$_____ | \$_____ |
| 2. | Hourly rate for servicing Phoenix air valves and controls | \$_____/hr. x est. 50 hrs = | \$_____ |
| 3. | Estimated extra work service hours (This rate shall be the standard hourly rate charged by the bidder and NOT AN OVERTIME RATE) | \$_____/hr. x est. 50 hrs = | \$_____ |

TOTAL SUM BID PRICE FOR EVALUATION PURPOSES: **\$_____

** NOTE: This amount is for bid evaluation purposes only. Contract amount will be for Item 1 only. Items 2 and 3 will be provided on an as needed basis only.

MAINTENANCE SERVICE OF AIR CONDITIONING
AND VENTILATING EQUIPMENT, COMPRESSED AIR AND VACUUM EQUIPMENT,
AND CHEMICAL TREATMENT OF AIR CONDITIONING WATER SYSTEM FOR DOH
IFB-97-189-0

QUALIFICATION FORM

The bidder and his personnel shall meet the Experience and Personnel Qualifications as indicated in the Special Provisions of this bid. Please complete this form as fully and explicitly as possible to facilitate our evaluation of your firm. Use additional sheets and substantiating documents when necessary.

Exact Legal Name of Air Conditioning Contractor:

Business Location:

Street Address

City

State

Zip Code

Telephone Number:

Air Conditioning Contractor's License Number: _____

- I. Contractor's number of consecutive years of experience (immediately prior to bid opening date) in the field of air conditioning equipment maintenance service of centrifugal and reciprocating chillers, and cooling towers: _____
- II. Contractor's number of consecutive years of experience (immediately prior to bid opening date) in the repair and adjustments of York controllers; Honeywell sensors, controller systems, and thermostats; and Phoenix air valves and controls. If subcontracting any of this work, please provide name of subcontractor, a description of the work to be subcontracted, and the subcontractor's years of experience in performing the work to be subcontracted. (Attach additional sheets of paper if necessary):

Contractor's years of experience: _____

Subcontractor information: _____

III. List at least two (2) journeymen refrigeration mechanics, with a minimum of five years centrifugal chiller maintenance/repair experience as indicated in the Specifications.

1. Journeyman Mechanic's Name: _____

a. Number of years with present company: _____

b. Names and Dates of previous companies worked for that mechanic performed centrifugal chiller maintenance/repair:

c. List Buildings or Companies where centrifugal chiller maintenance/repair was performed and Dates of such service:

2. Journeyman Mechanic's Name: _____

a. Number of years with present company: _____

b. Names and Dates of previous companies worked for that mechanic performed centrifugal chiller maintenance/repair:

c. List Buildings or Companies where centrifugal chiller maintenance/repair was performed and Dates of such service:

IV. List at least two (2) journeymen refrigeration mechanics to perform other than centrifugal chiller maintenance/repair. Each mechanic must have a minimum of two consecutive years of maintenance/repair experience as indicated in the Specifications.

1. Journeyman Mechanic's Name: _____

a. List types of experience:

2. Journeyman Mechanic's Name: _____

a. List types of experience:

V. List at least two (2) refrigeration mechanics that will assist the journeymen refrigeration mechanics. Each mechanic must have a minimum of two consecutive years of air conditioning maintenance/repair experience.

1. Mechanic's Name: _____

a. List types of experience:

2. Mechanic's Name: _____

a. List types of experience:

V. REFERENCES. Bidder shall list at least three references in the State of Hawaii other than the State of Hawaii government, for whom bidder has performed a total coverage mechanical maintenance service of air conditioning equipment and temperature control system on a regular basis, that is similar in nature and volume to the services specified in this bid, that will qualify bidder to perform the project. The State reserves the right to reject the bid submitted by any bidder whose performance on other jobs for this type of service has been proven unsatisfactory.

Name of Firm

Address

Person to Contact

Telephone

SPECIFICATIONS

I. SCOPE

The Contractor shall furnish all labor, materials (including all air filters), water treatment, chemicals, parts, tools, lubricants, refrigerants, equipment, transportation and supervision necessary for the complete inspection, maintenance and repairs to the air conditioning and ventilating equipment, and compressed air and vacuum equipment, and chemical treatment of the air conditioning water system located at 2725 Waimano Home Road as listed herein. The Contractor shall completely guarantee operation of all air conditioning and air handling systems, and the compressed air and vacuum systems within the scope of this contract. This contract does not cover the operation and maintenance of biological safety cabinets and chemical fume hoods.

II. DESCRIPTION OF WORK

The Contractor shall repair or replace all worn, failed or doubtful components and parts to ensure satisfactory operation of the air conditioning and ventilation systems. Replacement parts shall be of similar design and quality to maintain system integrity and serviceability.

The Contractor shall perform complete maintenance and repair service, including inspections and trouble calls for all equipment included in this contract. The service shall consist of thorough maintenance work, including replacement of parts, in accordance with the equipment manuals supplied by the department. Such service shall include regularly scheduled maintenance tasks and inspections for each unit listed herein. All maintenance services shall be as specified and shall be subject to inspection and approval by the Officer-in-Charge.

Repairs and adjustments for the York controllers; Honeywell sensors, controller systems, and thermostats; and Phoenix air valves and controls shall be performed by persons trained by York, Honeywell, and Phoenix respectively. Bidder(s) may choose to subcontract these requirements if they do not have employees trained as required. The servicing of the Phoenix air valves and controls shall be provided on an as needed basis at the hourly rate provided by bidder(s) on the Offer Form Page.

The Contractor shall ensure that the lead chiller seven-day change-over is as specified by the Officer-in-Charge, and that highest priority be given to the continuous operation of the exhaust fans on the roof and air handling unit on the first floor.

The Contractor shall not be responsible for repairs due to flagrant vandalism, fire, storm or related damages which can be attributed to causes beyond his control. However, the Contractor shall be responsible for such repairs if the damages are caused by the Contractor's failure to properly maintain and repair the equipment, e.g., failure to reinstall protective covers causes motor to burn during rainstorm.

All services performed by the Contractor shall be subject to inspection and testing by the Officer-in-Charge and shall include, but shall not be limited to, the following maintenance tasks:

A. RECIPROCATING CHILLERS

Monthly

1. Check color of compressor oil; document.
2. Check refrigerant circuit for leaks.

Annually

1. Check to see if operating controls are set and operating within the proper limits provided.
2. Compressor oil - drain, inspect, and refill with new oil.
3. Check condition of suction and discharge valves.

B. CENTRIFUGAL CHILLERS

Monthly

1. Check and record entering and leaving chiller water and condenser water temperatures and pressures.
2. Check and record head pressure, oil pressure, and system pressure; check oil heater.
3. Check oil pump operation.
4. Check for refrigerant and oil leakage; recharge system.
5. Adjust chilled water temperature setting for seasonal changes.
6. Note chiller operation and report all discrepancies.

Quarterly

1. Check chiller response at various load conditions for proper operation and calibration of capacity control system.
2. Check safety controls and purge controls; record setting.
3. Certify performance of quarterly service and report all discrepancies.

Semi-Annually

1. Remove heads of condenser and internally brush tubes at the same time cooling tower is cleaned.

Annually

1. Have chiller and purge compressor oil analyzed and report submitted.
2. Replace oil cooler filter cartridge; change oil if recommended by analysis.
3. Clean and test refrigerant; replace filter-drier.
4. Inspect purge compressor and drum; clean and replace wearing parts.
5. Electronic leak test entire system and repair leaks.
6. Megger chiller and oil pump motors; check relay contacts and electrical connections.
7. Test operate control switches; unloaders, safeties; calibrate and record setting.
8. Submit annual maintenance service report in writing.

COMPRESSORS

1. Change oil filter when oil pressure drops 30% or semi-annually if not required earlier.
2. Change compressor oil annually or earlier if it becomes dark and cloudy.

COMPRESSOR MOTORS

1. Check motor mounting screws frequently for tightness.
2. Meg motor windings annually to check for deterioration of windings.

PRESSURE TESTING

1. Test pressure annually. Repair any leaks immediately.

COOLER AND CONDENSER

1. Clean the condenser tubes annually or earlier if conditions warrant.

PURGE UNIT

1. Change purge unit dehydrator every three months.
2. Clean and inspect all valves which are part of the purge unit annually.
3. Drain and flush the oil and refrigerant from the purge unit shell annually.
4. Clean the orifice in the liquid line feed to the cooling coil annually.

5. Purge unit exhaust orifice annually.
6. Inspect the foul gas inlet check valve annually.

OIL RETURN SYSTEM

1. Change the dehydrator in the oil return system semi-annually or earlier if the oil return system fails to operate. Check nozzle of the eductor for any foreign particles that may be obstructing the jet.

C. COOLING TOWERS

Monthly

1. Inspect general condition of towers.
2. Inspect and clean the following as necessary:
 - A. BALANCE-CLEAN Chamber strainer.
 - B. Cold water sump.
 - C. Air inlet louvers.
3. Check and adjust water level in cold water sump.
4. Check operation of make-up valve.
5. Check bleed rate and adjust.
6. Check operation of power train belt; adjust as necessary.
7. Certify monthly maintenance and report all discrepancies.

Quarterly

1. Readjust tension of power train belt as needed.
2. Lubricate fan shaft bearings.
3. Lubricate motor base adjusting screw.
4. Clean outside of fan motor.
5. Certify quarterly maintenance and report all discrepancies.

Semi-Annually

1. Drain, clean, and flush tower; coordinate with water treatment service.
2. Clean condenser suction screen, drift eliminators, and spray nozzles.
3. Certify semi-annual cleaning of towers and report all discrepancies.

D. SOLIDS SEPARATORS

1. Purge frequently at first, and then determine best frequency for purging.
2. In the future, purge at this best frequency.

E. DEHUMIDIFIER

Monthly

1. Check and replace air filters.
2. Check for dirty coils.

Quarterly

1. Check blower belts for one inch deflection at mid point of belts.
2. Check and tighten all field and factory electrical connections.
3. Check and clean coils in main unit and remote condenser.
4. Check and clean drain pan.
5. Check and adjust air flow per specifications provided.
6. Check temperature rise and drop across coils 10 degrees F to 20 degrees F.
7. Check refrigerant pressures.
8. Check amp draw of blower motor.
9. Check amp draw of compressor.
10. Check auxiliary heater if used.

F. AIR HANDLING UNITS

Monthly

1. Clean drip pan and flush condensate drain lines with nitrogen. Install pan tablets if necessary to control algae.
2. Change all disposable air filters at least as warranted by the pressure drop across filter. Use prescribed filters.
3. Wash permanent type filters with an approved detergent and spray coat with an approved filter treatment solution.
4. Check refrigerant charge and suction and discharge pressures.
5. Check all drives for wear; adjust belt tension.

6. Operate equipment for proper operation of all controls; clean-up equipment.
7. Check time clock for proper operation and time settings.
8. Certify performance of monthly service and certify that all discrepancies are reported and corrected.

Annually

1. Clean cooling coils of dirt accumulation using nitrogen high pressure water, steam, or coil cleaner solution.
2. Check pressure and temperature differential across cooling coils and log readings. Clean strainers, check vents and drains on chilled water coils.
3. Clean return air grille and fresh air intake grille and damper.
4. Clean and adjust water valve; clean strainer (chilled water).
5. Secure all loose housing, seal leaks and touch-up paint after cleaning all rust.
6. Certify performance of annual service and report all discrepancies.

ELECTRIC MOTORS

1. Lubricate at nine month intervals with Texaco RB2 or Chevron SRI 2 grease.

BEARINGS

1. Adjust alignment of bearings and sheaves; inspect and lubricate bearings at specified time intervals with specified grease lubricants. Replace worn or noisy bearings.

DAMPERS

1. Check all linkage pieces for binding and confirm free travel.
2. Check all bolts on side linkage for tightness.
3. Check side seals for wear and/or deterioration; replace if required.
4. Check side seals for build up of dirt and other matter; clean if required.
5. Check all blade seals for all dirt accumulation, wear, and/or deterioration; clean or replace if required.
6. Check for proper and complete closure or opening of dampers in response to controllers for Air Handling Units.

G. PUMPS

Quarterly

1. Check pump and motor bearings for abnormal temperature and unusual noise or vibration.
2. Check packing glands and seals for excessive leakage and tighten or replace.
3. Certify performance of quarterly service and report all discrepancies.

Semi-Annually

1. Remove and clean strainer for all condenser pumps after tower cleaning.
2. Check and blow down strainer to chilled water pumps after tower cleaning. Remove and clean strainer if excessive debris is noted.
3. Check condition of insulation, reinsulate as necessary.
4. Log suction and discharge pressures.
5. Clean and remove all dust and foreign matter. Clean all rust spots and scratches and touch up paint with matching color.
6. Lubricate motor and pump bearings as required.
7. Check motor coupling for alignment; mounting bolts are secure.
8. Certify performance of semi-annual service and report all discrepancies.

D. VENTILATING FANS, BLOWERS - Intake and Exhaust

Quarterly

1. Check motor-controlled and back-draft dampers for proper operation; lubricate linkage for free movement.
2. Lubricate fan motors and bearings.
3. Check belt wear and tension; adjust as needed.
4. Check sheaves for wear.
5. Check fan collar, bearings and shaft for wear.
6. Service air filters where installed; remove and wash intake grille.
7. Certify quarterly fan maintenance service - report all discrepancies.
8. Consult with Laboratory director before replacing any HEPA filter.

F. HONEYWELL CONTROLS

AIR COMPRESSOR

Monthly

1. Drain compressor tank, filter bowl, and any air lines furnished with drain cocks.
2. Check compressor tank safety-relief valve.
3. Check discharge air filter, check pressure drop across air filter.
4. Check pressure reducing valve setting.
5. Check compressor crankcase oil level.

Semi-Annually

1. Check compressor pressure switch.
2. Inspect for moisture, oil, or dirt in the air lines.
3. Check the pressure relief valve of the pressure reducing valve and the check valve.
4. Check intake air filters (except cartridge type).
5. Check operation of air dryer.
6. Change crankcase oil.
7. Oil the compressor motors.
8. Check rotation of flywheel on units with three-phase motors.
9. Check compressor belt.
10. Inspect starter or starting switch. Clean contacts if necessary. Measure motor current, compare with full load rating and overload heater size.

Annually

1. Inspect all steel fittings for rust and replace if needed.
2. Replace cartridge-type intake air filter.

SENSOR-CONTROLLERS

Semi-Annually

1. Operational check, calibration check, sensor check, proportional band check.

THERMOSTATS, HUMIDISTAT, PRESSURE CONTROLLERS

Semi-Annually

1. Operational check, calibration check, throttling range check.
2. Check nozzles.
3. Check restrictors.

VALVES

Annually

1. Inspect stem and packing, and lubricate or repack if needed.
2. Check valves for tight close-off.

VALVE ACTUATORS

Semi-Annually

1. Clean actuator with commercial cleaning solvent or degreaser, being careful to avoid prolonged inhalation or contact with skin.
2. Inspect for leaks, loose fittings, etc.
3. Models with positive positioners may need positioner adjustment.
4. Operational check.

RELAYS AND SWITCHES

Semi-Annually

1. Clean with soft brush and chlorothene or vythene.
2. Clean piping connections.
3. Check wiring connections on E/P and P/E relays.

Annually

1. Operational check.

DAMPERS

Semi-Annually

1. Inspect dampers and linkages, and adjust if necessary.
2. Clean dampers and linkages.
3. Operational check.

Annually

1. Lubricate dampers and linkages.

DAMPER OPERATORS

Semi-Annually

1. Operational check.
2. Inspect air tubing and bracket connections.
3. Inspect for air leaks.
4. Clean with soft brush or air hose.

STEP CONTROLLERS

Semi-Annually

1. Operational check.

VELOCITROL VELOCITY CONTROLLERS

Semi-Annually

1. Operational check and calibration check.

Annually

1. Clean any dirty sensors by vacuuming or light brushing.

G. AIR COMPRESSORS (including two Ohmeda Medplus Air Compressors)

Monthly

1. Auto drain on air receiver; clean strainer; manually drain.
2. Check nuts, bolts, fittings, etc. Tighten as needed.
3. Crankcase filters - inspect; clean or replace as needed.
4. Check belt tension - tighten or replace as needed.
5. Certify monthly, weekly and daily maintenance service on air compressors. Report all discrepancies.
6. Check inlet air filters; clean or replace as needed.
7. Check operation of safety valve.

Annually

1. Check piston and rider rings. Replace as needed.

Every two (2) years

1. Replace piston and rider rings.
2. Check valve plates and valve parts; repair or replace as needed.

REFRIGERANT DRYERS

Monthly

1. Condenser coil - clean off accumulated dust and dirt.
2. Electric drain manual override - manually override the automatic electric drain to be sure drain is operating properly.
3. Clean electric drain strainer.
4. Check that automatic electric timed drain is operating properly.

Annually

1. Replace filter sleeve of moisture separator.

DESICCANT DRYERS

Monthly

1. Particulate and coalescing filters - drain filters. Change filters when pressure drop is excessive.
2. Desiccant - replace whenever required dew point cannot be maintained.

Annually or when required

1. Replace pilot air filter cartridge.

H. VACUUM SYSTEM (including one Ohmeda Medplus Vacuum System)

Monthly

1. Inspect inlet filter - clean or replace as needed.

Quarterly

1. Drain and discard oil from hot pump.
2. Replace automotive-type oil filter.
3. Refill with fresh oil.

Semi-Annually

1. Check security of components - tighten as needed.

Nine (9) to eighteen (18) months

1. Replace the exhaust filter elements

I. DEHUMIDIFIER - DESERT AIRE

Monthly

1. Check and replace air filters.
2. Check for dirty coils.

Semi-Annually

1. Check blower belt for 1" deflection at midpoint of belts.
2. Check and tighten all field and factory electrical connections.
3. Check and clean coils in main unit and remote condenser.
4. Check and clean drain pan.
5. Check and adjust air flow per specifications.
6. Check temperature rise and drop across coils 10 degrees F to 20 degrees F.
7. Check refrigerant pressures.
8. Check amp draw of blower motor.
9. Check amp draw of compressor.
10. Check auxiliary heater if used.

**SPECIFICATIONS
FOR
WATER TREATMENT OF AIR CONDITIONING SYSTEMS**

1. The Contractor shall provide all necessary equipment, chemicals, and services required to control corrosion, scale, algae, and slime in the following systems:
 - a. Cooling Tower
 - b. Condenser
 - c. Chill Water
2. A minimum of 10% of the estimated annual usage of chemicals specified herein must be delivered to the service sites prior to the start date of this contract. Each package of chemicals delivered shall be labeled with the directions for usage per the approved dosage for each chemical.
3. The treatment supplied by the Contractor shall be one that has been especially designed and tailor-made for the water being used in each system.
4. The Contractor shall warrant that the chemical used in the water treatment program and offered herein will not endanger the health or safety of persons coming into contact with the materials and will not damage personal or real property as long as the Contractor's instructions are followed.
5. Contractor also warrants that the chemicals used in the water treatment program shall have no detrimental effect on the metallic or non-metallic materials in the equipment being treated.

MINIMUM REQUIREMENTS OF THE TREATMENT PROGRAM

1. Scale and Corrosion Control
 - a. Scale and corrosion shall be inhibited by the controlled use of scale and corrosion prevention materials as herein noted.
 - 1) The use of essentially toxic and staining corrosion inhibitors such as chromate will not be permitted with the exception of the chilled water system since it is a closed system.
 - 2) The use of inhibitors such as the organic phosphorus type will be permitted.
 - 3) Corrosion inhibitors selected shall have been proven effective by at least two years of usage in the State of Hawaii by the water treatment contractor.
 - 4) Poly-phosphates are not considered effective corrosion inhibitors and shall not be permitted.
 - b. An automatic feed system is generally installed at the service site for the Contractor's use; however, the Contractor must verify this information and shall install his or her own feed system if none is currently installed at the site.

- 1) The system shall be a completely automatic proportional sump feed and the bleed-off shall be in direct proportion to equipment load indicated by the makeup water.
 - 2) Control shall be by means of a solid state conductivity meter and a flow through probe sensor.
 - 3) The controller is to be programmed to bleed-off the system and to regulate a preset solution feed pump.
- c. The water treatment must constantly prevent the build-up of adherent mineral deposits on the heat transfer surfaces of the equipment being treated. Periodic circulation of inhibited descaling acids will not be considered as meeting these specifications.
2. Algae and Slime Control
- a. Algae and slime growths shall be prevented in all water circuits by using suitable algaecides and slimicides.
 - b. Chemicals may be fed into water circuits requiring continuous make-up by automatic proportional feeding devices or by adding directly to the tower sump as required. Chemicals shall be slug fed into the system on a regular basis and not added continuously.
3. Chemicals
- a. All chemicals shall be supplied in their original factory containers and no dilution of chemicals is allowed.
 - b. The chemicals provided must meet OSHA, EPA, and OEQC requirements for safety to personnel and the environment, and must be approved by the State.
 - c. All chemicals supplied shall have been registered and in satisfactory use in Hawaii for at least two years. Contractor may be required to provide evidence of satisfactory performance of the chemicals offered. The State shall be the sole judge of such satisfaction and the State's decision shall be final.
 - d. Chemicals other than those presently being used in the water treatment program, hereinafter referred to as "new chemicals", shall be compatible with the existing chemicals, scale, and corrosion inhibitor and broad spectrum bacteriostat.
 - 1) Verification by an independent testing laboratory for the compatibility of the new chemicals shall be submitted upon award and prior to commencement of work.
 - 2) This verification is required for all chemicals not presently being used in the treatment program.

- 3) Should the new chemicals be determined to be incompatible with the chemicals presently in use, the Contractor shall be responsible for flushing the system to remove all chemicals before the new chemicals are introduced into the system. Any damages to the system resulting from the failure of the Contractor to satisfactorily flush the system shall be repaired by the Contractor at his/her expense and at no cost to the State.

SERVICE REQUIREMENTS

1. Upon award of the contract, the Contractor shall visit the service sites to make an initial water analysis and to establish the prescribed treatment program.
 - a. The initial service call shall include establishment of treatment dosages, bleed schedules, and interval to replenish chemicals for automatic feed systems.
 - b. The Contractor shall submit a report on the results of the initial water analysis and the prescribed water treatment program including findings and recommendations. This report shall be submitted to the State or its agent within three (3) calendar days following the service call.
 - c. The Contractor shall also submit supplemental reports subsequent to any changes required in the initial prescribed water treatment program.
2. The designated representative of the Contractor shall make service calls and water analysis at intervals of a maximum of thirty (30) calendar days. He/she shall notify the State or its agent prior to conducting the test and upon completion of the test.
 - a. The representative shall make initial application of each material and shall continuously furnish specific treatment of the water as required.
 - b. The representative shall also investigate any unusual conditions pertaining to scale deposition as indicated by condenser operating data, corrosion, and algae growths, and implement corrective action as required.
 - c. The Contractor shall submit the results of the water analysis and the prescribed water treatment including findings and recommendations in a report. This report shall be submitted to the State or its agent within three (3) calendar days following the service call to the State.
3. The Contractor shall be totally responsible for a continuous water treatment program.
 - a. The Contractor shall be responsible for cooling tower cleaning and tube cleaning as required by each site condition.
 - b. The chiller tube box inspection shall be coordinated with the State as necessary.

4. The Condenser Water Chemical Feed System shall be serviced monthly as follows:
 - a. Check chemical feed pumps for proper operation.
 - b. Check agitator motor where applicable.
 - c. Check condition of chemical drums and refill as required.
 - d. Check operations of automatic chemical controller system for proper operation.
 - e. Calibrate chemical feed as required by water analysis from test results.
 - f. Remove empty chemical containers and clean area.
 - g. Certify that system has received monthly service, and report all adjustments/discrepancies.
5. The Contractor shall maintain a legible "service log" at each chiller room for recording the following information for each visit:
 - a. Date of service.
 - b. Items serviced.
 - c. Quantities of each chemical used.
 - d. Name of service representative.
6. All work done and all material furnished shall be subject to the inspection and approval of the State or its agent so as to ascertain that the services rendered are in accordance with the requirements and intentions of the Specifications, Special Provisions, and the General Terms and Conditions.

III. SPECIAL REPORTS

Prior to the commencement with the work on the contract, the Contractor shall submit to the Officer-in-Charge his monthly inspection schedule for the period of the contract.

The Contractor shall also maintain a separate book, record, documents and other evidence pertaining to the maintenance, repair and costs of each air conditioning system at the various buildings to the extent and in such detail as will properly and adequately reflect the past maintenance history and cost (labor, materials, parts and equipment). The Contractor shall also submit an annual updated inventory of equipment by room number at the end of each contract period.

IV. WORK SCHEDULE

The contractor shall perform total maintenance and inspection services to air conditioning and ventilating, compressed air, and vacuum systems; and chemical treatment of air conditioning water system listed herein, all in accordance with the best commercial practices and as required to provide assurance of safety and operational reliability.

Whenever scheduled routine maintenance work results in the disruption of normal operation of the air handling system or when the routine maintenance action results in the introduction of lubricants, cleaners, solvents, chemicals or biological agents of any description into the air handling system, the maintenance work shall be done after normal business hours in the evenings, on State holidays or on the weekends. The cost of performing these routine maintenance activity shall be included in the basic contract price. The after-hours work activity shall be coordinated with the officer-in-charge.

Within seven (7) days after the award of this contract, the Contractor shall submit to the Officer-in-Charge in writing a proposed schedule on Inspection, Preventive Maintenance, Maintenance Checklist and Maintenance Record System, all in sufficient detail to show its adequacy in carrying out the terms of this contract.

All maintenance tasks described herein shall be performed between the hours of 7:30 A.M. to 4:00 P.M. on normal working days, Monday through Friday.

- A. Monthly maintenance tasks shall be performed in the last week of the month, normal working days or as coordinated by the Officer-in-Charge.
- B. Quarterly maintenance tasks shall be performed in July, October, January and April on normal working days or as coordinated by the Officer-in-Charge.
- C. Semi-Annual maintenance tasks shall be performed in October and April on normal working days or as coordinated by the Officer-in-Charge.
- D. Annual maintenance tasks shall be performed in December on normal working days or as coordinated by the Officer-in-Charge.

The State reserves the right to have maintenance tasks performed on the weekends or after normal operating hours. Whenever the State exercises this right, the State will compensate the Contractor for the half-time cost for its employee including applicable fringe benefit costs. The Contractor shall be responsible for all other costs as if the work was performed during normal working hours.

All work performed by the Contractor shall be subject to random periodic inspection by the Officer-in-Charge. The State reserves the right to have the Contractor present at such inspections to be scheduled by the State periodically.

V. MAINTENANCE CHECKLIST

The Contractor shall prepare and maintain a maintenance checklist and post a checklist on each unit as described herein. The checklist will include the date maintenance was performed, the name of mechanic who performed said maintenance and the type of repair work performed on the unit, if any. It will be the Contractor's responsibility to maintain the checklist by recording the above data after each scheduled maintenance and emergency repairs.

VI. EMERGENCY SERVICE AND REPAIR AND SERVICING OF PHOENIX AIR VALVES AND CONTROLS

Emergency service required between regular maintenance calls and servicing of the Phoenix air valves and controls shall be rendered within two (2) hours after the Contractor is notified, non-work days included.

VII. TROUBLE CALL PROCEDURES FOR AIR CONDITIONING SERVICE CONTRACTS:

1. The Department of Health calls Contractor to report the problem.
2. The Contractor will call the Department of Health and the following day report on the status of the trouble call.
 - a. If completed, Contractor will inform the Department of Health of their evaluation of the trouble and the action taken to remedy the situation.
 - b. If not completed, Contractor will inform the Department of Health of the problem and provide an estimated completion date.
3. Once a week, the Contractor shall report on all outstanding trouble calls and their estimated completion date and/or completion date.
4. Unauthorized extra work performed on a trouble call may not be compensated as determined by the Officer-in-Charge.

VIII. PARTS AND MATERIAL

The Contractor shall restore to serviceability all parts that are found to cost less to restore than to replace with a new part. Where parts are worn out and cannot be restored, the Contractor shall replace these parts with new parts. Only new, standard parts manufactured by the maker of each unit or parts of equal quality shall be used.

The Contractor shall maintain a supply of parts and material that is required for normal repairs of the air conditioning units, compressed air, and vacuum systems. All refrigerants, oils, filters, dehydrators, lubricant greases, belts and seals shall be those recommended by the manufacturer. The Contractor shall notify the State whenever parts are not locally available to accomplish the repairs. The State reserves the right to request the parts shipped by air freight at the expense of the State.

IX. CLEANUP AND WORK PRACTICES

The Contractor shall keep the job site free of debris, litter, refuse, etc. and shall clean all oil drippings during the daily progress of work and shall sweep or vacuum the job sites once a month or more often, as needed. The Contractor shall remove all equipment from the area upon completion of the work. The job sites include: service rooms 1410, 1411, 1412, and 2536; and mechanical rooms 1103, 1409, and 2215.

Contractor shall exercise caution during the progress of his maintenance and repair work to prevent damage to the ceilings, roofing and other building structure. Contractor shall restore all damages, caused by his negligence, at his own expense when requested by the State.

SPECIAL PROVISIONS

SCOPE

The furnishing of Maintenance Service of Air Conditioning and Ventilating Equipment, Air Compressor, and Vacuum Equipment; and the Chemical Treatment of Air Conditioning Water System at 2725 Waimano Home Road shall be in accordance with these Special Provisions, the attached Specifications, and the General Terms and Conditions dated September 1, 1995 included by reference and made a part hereof. Copies of the General Terms and Conditions are available at the State Procurement Office, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii.

OFFICER-IN-CHARGE

Mr. Vernon K. Miyamoto, acting either directly or through his authorized representative, is designated Officer-in-Charge. The telephone number at which he may be reached is 453-6650.

TERM OF CONTRACT

The Contractor shall enter into a contract for a period of twelve (12) months commencing on July 1, 1997. Unless terminated, and subject to availability of funds, the contract may be extended by the State for not more than three (3) additional twelve (12) month periods without rebidding, upon mutual agreement in writing at least sixty (60) days prior to expiration. The contract price for the extended period shall remain the same as the previous year's contract price or as negotiated as set forth in the Contract Price Adjustment provision which follows.

If the option to extend is mutually agreed upon, Contractor shall be required to execute a supplement to the contract.

The State or the Contractor may terminate the extended contract at any time upon sixty (60) days prior written notice.

CONTRACT PRICE ADJUSTMENT

Request for contract price adjustment may be approved, effective July 1st of each extended contract period, provided that such adjustment meets the following:

1. Seventy percent (70%) of the monthly contract price for furnishing guaranteed maintenance service may be increased, provided the wages paid to a State Air Conditioning Mechanic I, BC-10, is adjusted due to contract negotiations during the contract period previous to the extension being negotiated.
2. Adjustment of the contract price shall be limited to the percent of adjustment in wages paid to the aforementioned State position, provided however, where Contractor's wages exceed those paid to the State position and the percentage increase in Contractor's wages, is less than the percentage increase to State employee's wages, increase will be limited to the percent of adjustment of the Contractor's wages.
3. Thirty percent (30%) of the contract price shall not be subject to increase.

BIDDER QUALIFICATION

Experience and Personnel Qualifications. The bidder shall have a minimum of five consecutive years experience (immediately prior to the bid opening date), in the field of air conditioning equipment maintenance service of centrifugal and reciprocating chillers, cooling towers; and in the repair and adjustment of York controllers; Honeywell sensors, controller systems, and thermostats; and Phoenix air valves and controls.

Bidder(s) may choose to subcontract the requirements for the repair and adjustment of the items listed above if they do not have employees trained as required. If subcontractors will be used, bidder(s) shall provide this information on the Qualification Form.

The bidder shall have at least two (2) mechanics each with a minimum of five years of centrifugal chiller maintenance and/or repair experience on similar types of equipment as indicated in these specifications.

In addition to the two centrifugal chiller personnel, the bidder shall have at least two (2) journeymen refrigeration mechanics assigned to perform air conditioning maintenance. They shall have a minimum of two consecutive years of maintenance service experience on centrifugal chiller equipment.

The bidder shall also have at least two (2) refrigeration mechanics to assist the journeymen refrigeration mechanics. These mechanics shall have a minimum of two consecutive years of air conditioning maintenance/repair experience.

ALL AIR CONDITIONING/REFRIGERATION MECHANICS MUST HAVE A REFRIGERATION UNIVERSAL CERTIFICATION CLASSIFICATION AND BE ABLE TO PROVIDE PROOF OF THIS CERTIFICATION.

Contractor Licenses. Contractor, at the time of bid submittal, must possess a valid State of Hawaii contractor's license and the required business and tax licenses in order to conduct business in the State of Hawaii.

Qualification Form. Bidder must complete and return the enclosed qualification form at the time their bid is submitted. If requested by the State, the bidder shall have five (5) days to provide additional information/documentation. Failure to do so may result in disqualification of bidder.

Spare Parts. Contract shall maintain spare parts and materials that are required for normal repairs and maintenance to air conditioning, compressed air, and vacuum systems.

EXAMINATION OF SERVICE AREAS

Prospective bidders should visit the service areas listed on the Equipment Listing Schedule and thoroughly familiarize themselves with existing conditions and the amount and kind of work to be performed. No additional compensation will be made by reason of any misunderstanding or error regarding conditions at the service areas or, or the amount and kind of work to be performed. Bidder shall consider the existing equipment to be in "as is" condition; no additional compensation will be allowed for replacing nonworking components.

Submission of bid shall be evidence that the bidder understands and will comply with these specifications if awarded the contract. All equipment whether listed on the schedule or not, but is a component of the air conditioning, compressed air, and/or vacuum systems, shall be serviced.

MULTIPLE OR ALTERNATE BIDS

An offeror may submit only one bid in response to a solicitation. If an offeror submits more than one bid in response to a solicitation, then all such bids will be rejected.

Similarly, an offeror may submit only one bid for each line item (if any) of a solicitation. If an offeror submits more than one bid per line item, then all bids for that line item will be rejected.

BID PREPARATION

Offer Form, Page OF-1. Offeror is requested to submit its offer using offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on OFFER FORM, page OF-1. Failure to do so may delay proper execution of the contract.

Offeror's authorized signature shall be an original signature in ink. If OFFER FORM, page OF-1, is unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature, indicating the offeror's intent to be bound.

Bid Quotation. Bid price shall include all labor, parts, materials, refrigerant and recovery of refrigerant, all applicable taxes, and any other expenses necessary to provide maintenance service of the equipment listed herein, including all repairs.

Bid price shall also include all necessary equipment, chemicals, and labor required to provide chemical water treatment services in order to control corrosion, scale, algae, and slime in the following systems:

- a. cooling tower
- b. condenser, and
- c. chilled water

In addition, bidder is requested to furnish, on the Offer Form, an hourly rate that will be charged by the Contractor for any authorized extra work that is not covered under these specifications. REFER TO "WORK SCHEDULE" IN THE SPECIFICATIONS. The estimated fifty (50) hours is to be used solely for bid evaluation purposes and is not intended to reflect a guaranteed amount nor will this amount be included in the contract total.

Bidder shall also furnish, on the Offer Form Page, an hourly rate for servicing the Phoenix air valves and controls which shall be provided on an as needed basis by the Contractor when so requested by the Officer-in-Charge. The estimated fifty (50) hours is to be used solely for bid evaluation purposes and is not intended to reflect a guaranteed amount nor will this amount be included in the contract total.

Offer Guaranty. A BID SECURITY DEPOSIT IS NOT REQUIRED FOR THIS BID.

Tax Liability. Work to be performed under this bid solicitation is a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS) and Chapter 238, HRS, where applicable. Both out-of-state vendors and Hawaii vendors are advised that the gross receipts derived from this bid solicitation are subject to the general excise tax imposed by Chapter 237, HRS, at the current rate of 4%, and where applicable to tangible property imported into the State of Hawaii for resale, subject to the 1/2% use tax imposed by Chapter 238, HRS.

The "State of Hawaii Information on Hawaii State Taxes Administered by the Department of Taxation", Publication 1 (November 1993) is included herein by reference and available in the State Procurement Office, Room 416, 1151 Punchbowl Street, Honolulu, Hawaii, upon request.

The tax equalization provision of Section 103-53.5, Hawaii Revised Statutes, will not apply to the evaluation of this bid. Refer to Section 3.1 of the General Terms and Conditions.

Hawaii General Excise Tax License. In accordance with Section 3.1A of the General Terms and Conditions, bidder shall submit his current Hawaii General Excise Tax I.D. number in the space provided on Offer Form Page OF-1.

Tax Clearance. An **original or certified copy** of a tax clearance issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) must be submitted with your sealed offer by the due date and time. The tax clearance shall be obtained on the attached two-part **Tax Clearance Application (Form A-6)** that combines DOTAX and IRS tax clearances.

The application may be mailed in or walked in to either the DOTAX or the IRS. The addresses for DOTAX and IRS district offices are listed on Form A-6. There is limited walk-in service at IRS Maui and Hawaii offices, and none on Kauai.

The DOTAX and IRS encourage the use of their mail-in service, in lieu of walk-in service. We recommend that you mail it to DOTAX where it will be processed and forwarded to the IRS. The process should be completed within twenty-one (21) calendar days. Use of the walk-in service may result in waiting in line at both agencies.

For your information, the tax clearance is valid for forty-five (45) days. If the DOTAX approves a tax clearance certificate on one date and the IRS approves it on another date, the 45-day period will begin with the later date. For example:

DOTAX approval stamp date: 7/1/96
IRS approval stamp date: 7/5/96
Tax clearance valid: 7/5/96 to 8/18/96

The tax clearance submitted with your sealed offer must be valid on the solicitation legal ad date or any date thereafter up to the offer due date. A valid tax clearance received with your offer will remain valid for the contract award.

Since this is a new process, however, and a mail-in application is encouraged, we will accept for the purpose of this solicitation a completed SPO Form TEMP B, "Certification for Tax Clearance" in place of the DOTAX Form A-6, if you are unable to obtain a tax clearance by mail in time to include it with your sealed offer. See attached pink NOTICE for the SPO Form TEMP B.

NOTE: The above tax clearance requirement is in addition to the existing requirement for final payment. Refer to the special provisions on INVOICING below for information on the tax clearance requirement for final payment.

Insurance. Bidder shall provided insurance information as requested on the applicable Offer Form page.

STATUTORY REQUIREMENTS OF SECTION 103-55, HRS

Refer to Section 2.8 of the General Terms and Conditions, Offeror shall complete and submit the attached wage certification by which offeror certifies that the services required will be performed pursuant to Section 103-55, HRS.

Offerors are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Accordingly, offeror should consider the wage rates when preparing his/her quote.

Offerors are further advised that in the event of an increase in wage rates to public employees performing similar work during the contract period, Contractor will be obliged to provide wages no less than those increased wages.

Contractor shall be further obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and of the current wage rate for public employees performing similar work. Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business accessible to all employees, or Contractor may include such notice with each paycheck or pay envelope furnished to the employee.

METHOD OF AWARD

Award, if any, will be made to the responsible, qualified bidder submitting the lowest TOTAL SUM BID PRICE FOR EVALUATION PURPOSES. Bidder must bid on every item listed in order to be considered for award.

ACCEPTANCE OF OFFER

Acceptance of offer, if any, will be made within sixty calendar days after the opening of offers, and the prices quoted by the offeror shall remain firm for the sixty day period as provided in Section 3.2 of the General Terms and Conditions.

CONTRACT EXECUTION

The State shall forward a formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned within ten (10) days after receipt by the offeror as specified in Section 3.3 of the General Terms and Conditions. NO PERFORMANCE AND PAYMENT BONDS ARE REQUIRED.

If the option to extend for each twelve-month period is mutually agreed upon, the Contractor shall be required to execute a supplement to the contract for each extended period.

SUBCONTRACTING

The Contractor may subcontract services that cannot be performed by the Contractor provided the subcontractor meets the BIDDER QUALIFICATION requirements.

No subcontract shall under any circumstances relieve the Contractor of his obligations and liability under this contract with the State. The primary Contractor shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract, and shall be responsible for all services whether or not the primary Contractor performs them.

SERVICE AREAS

The Contractor shall perform the service at the buildings and the rooms in which the units are located. It is the Contractor's responsibility to examine the location of the equipment.

REMOVAL OF CONTRACTOR'S EMPLOYEES

Contractor agrees to remove any of its employees from services rendered and to be rendered to the State, upon request in writing by the Contracting Officer.

INSPECTION

All work done and all materials furnished shall be subject to inspection and approval by the Officer-in-Charge so as to ascertain that the services rendered are in accordance with requirements and intentions of the Specifications and Special Provisions. He may require additional information as necessary to maintain a record of the service rendered, and also request that the Contractor accompany him on field inspections to be scheduled periodically.

The Contractor shall furnish the Officer-in-Charge three copies of a service check receipt for each unit serviced and a service check list bearing the signature of the maintenance person and the signature of the designated State Officer-in-Charge or employee certifying receipt of services. Services which cannot be certified by a representative of the State may not be compensated.

CLEANUP

The Contractor shall keep the job site free of debris, litter, refuse, etc. and shall clean all oil drippings during the daily progress of work. The Contractor shall remove all equipment from the area upon completion of the work.

WARRANTY

The Contractor shall submit a written warranty for replacement of any integral part of equipment listed herein, such as compressors, fan motors, etc., as guaranteed by the factory.

The warranty shall consist of the period covered from date of installation, make, model number, serial number, and location of equipment (name of building, floor number, etc.).

INVOICING AND PAYMENT

Contractor shall submit original and three copies of the invoice to:

State Laboratories Division
Department of Health
2725 Waimano Home Road
Pearl City, HI 98782

Payment shall be made to the Contractor at the monthly contracted price upon certification by the State that the Contractor has satisfactorily performed the required services each month.

Extra work approved by the Officer-in-Charge shall be via a purchase order. A separate detailed invoice is required to be submitted for extra work and shall contain a description of the work done, the amount, and purchase order number authorizing the work.

Item 2 on the Offer Form Page, servicing Phoenix air valves and controls, shall be provided on an as needed basis via a purchase order. A separate detailed invoice is required to be submitted for this work and shall contain a description of the work done, the amount, and purchase order number authorizing the work.

Section 103-10, HRS provides that the State shall have thirty (30) calendar days after receipt of invoice or performance of the services to make payment. For this reason, the State shall reject any bid submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with Statute.

The tax clearance submitted with your invoice for final payment now requires both DOTAX and IRS approvals. The clearance submitted earlier is not acceptable for final payment purposes. You must obtain a new tax clearance from DOTAX and IRS and it must be an original (certified copy is not acceptable), not over 45 days old, with box 3.a. of the **Tax Clearance Application (Form A-6)** completed for a specific contract, purchase order, or job number.

LIQUIDATED DAMAGES

Refer to Section 6.12 of the General Terms and Conditions. Liquidated damages are fixed at the sum of TWENTY-FIVE DOLLARS (\$25.00) for each and every calendar day the Contractor delays in the completion of any item of his contract after the required date of said completion.

LIABILITY INSURANCE

Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by the Contractor shall provide the limits and coverages specified in the Special Provisions of this bid solicitation.

The following minimum insurance limits and coverage, shall be provided:

| <u>Coverage</u> | <u>Limits</u> |
|---|---|
| Commercial General Liability (occurrence form) | \$300,000 combined single limit per occurrence for bodily injury and property damage |

Each insurance policy required by this contract shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Accounting and General Services, State Procurement Office, P. O. Box 119, Honolulu, Hawaii 96810-0119."
2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."
3. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefor on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

RIGHTS AND REMEDIES FOR DEFAULT

In the event the Contractor fails, refuses or neglects to perform the services in accordance with the requirements of these Special Provisions and the Specifications herein, and in addition to the recourse stated in the General Terms and Conditions, the State reserves the right to purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the State. In case any money due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the State. The State may also utilize all other remedies provided by law.

ADDITIONS AND EXCEPTIONS TO THE GENERAL TERMS AND CONDITIONS

Approvals. Any agreement arising out of this offer is subject to the approval of the Department of Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Cancellation of Solicitations and Rejection of Offers. The solicitation may be canceled or the offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in Section 3-122-95 through 3-122-97, Hawaii Administrative Rules.

General Terms and Conditions Not Applicable. Sections 2.11 and 2.14 of the General Terms and Conditions which apply specifically to the Request for Proposals method of source selection are not applicable to Invitation for Bids. Also Sections 2.10 and 2.13 which apply specifically to the Invitation for Bids method of source selection are not applicable to Request for Proposals. Any reference to offer guaranties in the General Terms and Conditions, including sample forms, are not applicable to this IFB.

Records Retention. The Contractor and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

MAINTENANCE SERVICE OF AIR CONDITIONING
AND VENTILATING EQUIPMENT, COMPRESSED AIR AND VACUUM EQUIPMENT,
AND CHEMICAL TREATMENT OF AIR CONDITIONING WATER SYSTEM FOR DOH
IFB-97-189-0

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Terms and Conditions dated September 1, 1995 by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully submitted,

Telephone No.: _____

Fax No.: _____

Exact Legal Name of Offeror

Payment address, if other than
street address at right:

Authorized Signature (Original)

Title

Hawaii General Excise Tax Lic.
I.D. No.: _____

Street Address

Social Sec. or Federal I.D. No.: _____

City, State, Zip Code

If offeror shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Offeror is: ___ Individual ___ Partnership ___ Corporation ___ Joint
Venture

State of incorporation: Hawaii _____ *Other _____

*If "other", is corporate seal available in Hawaii? ___ Yes ___ No

